

Prince William Public Libraries

Library Cards and Fees – Borrowing Privileges Policy

Approved by the Library Director June 6, 2025

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Library Cards and Fees – Borrowing Privileges

Prince William Public Libraries (PWPL) library borrowing privileges are extended to individuals who meet eligibility requirements for a free library card or purchase a non-resident library card.

A person applying for a library card must provide proof of eligibility that verifies their address, i.e., driver's license, checkbook, postmarked letters addressed to the applicant, car registration, rental agreement, lease, utility bill, official online documents, or other identification.

PWPL requires a parent or legal guardian of an applicant under 18 to sign a Library User Agreement accepting responsibility for the materials checked out on the minor's library card. The minor's signature on the Library User Agreement form is not required.

Check Out of Materials

Library cardholders can borrow up to 100 items and must present a valid library card, the library card number, or identification to check out or renew items. If no library card, library card number, or identification is available, a borrower is limited to three (3) items upon verbal verification of phone number and address.

Loan Period

The loan period for items is three (3) weeks. Eligible items will be automatically renewed up to four (4) times as long as they are eligible.

Checkout Restrictions

A library cardholder will be restricted from borrowing items and library computer privileges if they owe \$20.00 or more in fees. At the discretion of PWPL staff, a borrower may still be able to borrow up to three (3) items.

Lost, Missing, Damaged, Interlibrary Loan, and Other Materials Fees

- A borrower may be responsible for costs associated with damaged items, lost items, missing pieces from items, Interlibrary Loan fees, debt collection fees, returned check fees, or any other fees related to their account.
- Sixty (60) days after an account reaches \$100.00, it becomes a debt collection issue, and an additional \$10.00 service charge is then added to the account.
- Refunds cannot be issued for any fees paid on borrowed items.